

## Management and Other Personnel Documentation Review Form

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

Standard #	Management Standards		
31/44	Initial Background check (Prior to hire)		
31/44	Every two year Background check		
n/a	Hire Date		
28	Code of Ethics (One Month)		
28	**Confidentiality (One Month)		
28	*Orientation (Three Months)		
28	FDC Date (One year)		
28	10 training Hours (Per year)		
44	Annual Evaluation		
	Separation Date		

\*Hired after July 1, 2013 \*\*For Hires between July 1, 2013 and September 30, 2013 have until November 1, 2013

Standard #	Other Personnel Standards		
31/44	Initial Background check (Prior to hire)		
31/44	Every two year Background check		
n/a	Hire Date		
30	**Confidentiality (One Month)		
30	*Orientation (Three Months)		
30	*WBS (if enter) (Three Months)		
30	*Annual Report (if enter data) (Three Months)		
48	*Annual Evaluation		
	Separation Date		